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ABSTRACT

This handbook outlines in logical sequence the duties required in operation of the Teutlen High School (Georgia) Library/Media Center in order to teach the student assistants how to perform routine duties to aid students and teachers in center use. Duties are listed in three categories. Under operational duties, topics covered are circulation control, returning books to and reading shelves, overdue books and fines, magazines and newspapers, typing, filing, processing new materials, and mending. Audiovisual duties listed include those relating to 16mm films ordered from the state, equipment, laminating, and nonbook material processing. Housekeeping duties are outlined according to whether they need to be done daily, twice-weekly, weekly, or monthly. Such duties include cleaning and the care of plants, the work room, stamp pads, and bulletin boards. Forms needed to perform duties are illustrated throughout and the appendices provide (1) student assistants' schedule of duties form and description of duties; (2) library media center use policies; (3) magazines and newspaper subscription lists; (4) Dewey Decimal System Classification; and (5) glossary of terms. (LMM)

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HANDBOOK OF DUTIES

FOR

LIBRARY/MEDIA CENTER ASSISTANTS

TREUTLEN HIGH SCHOOL

SOPERTON, GEORGIA 30457

1983-84

Mrs. Shirley Sumner
Librarian

IR050327

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Shirley J. Sumner

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WELCOME

Welcome to the Treutlen High School Library/Media Center as a student assistant. The job of student library/media assistant is an important task. It is no chance "happening" that the media center is an orderly, well-organized place. Much work has gone into planning, ordering, processing, cataloging and arranging materials for use before patrons come to check out books and media, read magazines, or find reference information. You are now a part of that behind-the-scenes work!

Take pride in your role. Be dependable, hard-working, and pleasant. Remember to do the best job you are capable of doing. Do assignments with a good attitude. If you make a mistake, don't be afraid to admit it and ask for help until you understand your task.

This is your chance to make a definite contribution to the life and work of your school as well as an opportunity for enrichment for yourself.

PURPOSE OF HANDBOOK

The information in this handbook has been organized in such a manner as to be of help in training student library/media assistants. In order that each student may enjoy his work and realize the importance of the various duties in which he is involved, this handbook will attempt to outline procedures and give general instructions and information.

The purpose is to outline in logical sequence the duties required in the operation of the Library/Media Center of Treutlen High School.

The handbook is not formulated to take the place of oral instruction by the librarian, but to strengthen this instruction with written directions.

It is hoped that with the use of this handbook and guidance from the librarian the student assistant will:

1. Become acquainted with the organization and operation of the Library/Media Center.
2. Learn how to do routines of Library/Media Center operation and to perform these routines daily to aid students and teachers in using multi-media.
3. Gain a satisfying work experience.
4. Be inspired by an appreciation of media to use it in school and in future endeavors.

DESCRIPTION OF DUTIES

At the beginning of each quarter a series of group sessions will be held for the purpose of orientation and explanation of the handbook and its use. During these sessions, the librarian will go over each duty...some in detail, some briefly, explaining terminology and library policies.

After these sessions, duties will be assigned to student assistants by means of a weekly duty roster. This will be posted behind the circulation desk in the library/media center each Monday morning. Duties will be assigned for one week on a rotating basis. In this way, every assistant will have the opportunity to perform every task required for the operation of the library/media center. You will find a sample copy of the weekly duty roster in Appendix 1.

The duties will be in three main categories:

I. Operational Duties - Section of Blue Pages
II. Audio-Visual Duties - Section of Yellow Pages
III. Housekeeping Duties - Section of Green Pages

Some overlap will occur in these three categories. The duty roster will list a brief description of the various duties required, lettered in the same way as they are listed in the handbook. The student's name will be

typed under the period in which he works, and the letters of the duties required of him will be written in by his name. Then all he has to do is refer to the brief description for his assigned duties. If further instructions are needed on how to perform these duties, he can look under the same letter in the handbook. If he still needs additional help, the librarian will be glad to offer guidance.

I. OPERATIONAL DUTIES

A. Circulation Control
(Page 4-8)

b. Return Books To and Read Shelves
(Page 8)

C. Overdue Books and Fines Duties
(Page 9)

D. Magazine and Newspaper Duties
(Page 10-12)

E. Typing Duties
(Page 12-13)

F. Filing Duties
(Page 13-15)

G. Processing New Books and Materials
(Page 15-25)

H. Mending Duties
(Page 25)

I. OPERATIONAL DUTIES

Charging Rules (Check-out Rules)

Books are checked out for one week.

Old encyclopedias can be checked out for one week.

Books needed for longer period of time may be checked out for 3 weeks.

Magazines checked out overnight.

A. Circulation Control

1. Charging books and materials

a. Outgoing books:

(1) Students bring books to circulation desk.
(2) First and last name, his homeroom teacher's initials and grade are written on book card by student.
(3) Due date is stamped on book card and on date due slip in back of the book.
(4) Book card is placed in front of check-out file on top of desk.

F Bro		8324
Bronte, Charlotte		
AUTHOR Jane Eyre		
TITLE		
DATE DUE	BORROWER'S NAME	ROOM NO
MAR 15 1983	Sherri Dix	10-P5

EXAMPLE OF BOOK CARD

b. Books returned that are not overdue:

(1) Book card is located in the current card file, behind date due, alphabetically by author. Be sure the accession numbers match on the book card and on the book pocket. (Numbers found in upper right corner.)
(2) If card is filled, gem clip a blank card to it and slip both in book pocket. Lay book on shelf for repair.
(3) If not filled, book card is slipped in book pocket.

I. OPERATIONAL DUTIES, continued

(4) Book is examined for damage. If damaged, it is placed on shelf for repair. If not, it is placed on cart to be shelved.

c. Books returned late:

(1) Book card located in overdue section of check-out file, behind date due, alphabetically by author.
(2) Compute fine (see page 9, C,1-3)
(3) Book card placed in book pocket.
(4) Proceed as in b.(3) above.

d. Checking out magazines:

(1) Student write full name on pink periodical card.
(2) Name and date of magazine is placed on card. Also date due. (next day)
(3) Card is kept in magazine card file, alphabetically by title of magazine.
(4) Report unreturned copies to librarian.

EXAMPLE OF PERIODICAL CARD

e. Faculty check-outs:

(1) Teacher's last name is placed on card and on date due slip. "Faculty" stamp is stamped beside name on the book card and due slip.
(2) Book card is placed behind teacher's name in the "Faculty" section of the check-out file.
(3) There is no limit as to the length of time a teacher can keep a book.

817 Mar		10395
	Martin, Steve	
AUTHOR	Cruel shoes	
TITLE		
DATE DUE	BORROWER'S NAME	ROOM NO.
FACULTY	Mrs. Brown	10

EXAMPLE OF FACULTY CHECK-OUT

I. OPERATIONAL DUTIES, continued

f. Reserve material:

(1) Can be checked out for one day or whatever period of time designated by the teachers placing the material on reserve.
(2) Cards will be placed in the "Reserve" section of the card file, alphabetically by author.

g. Renewals:

(1) The book card and the book must be present to renew a book.
(2) A book cannot be renewed more than 4 times consecutively.

2. Sign student library passes:

a. When a student comes in, he will place his pass on the circulation desk. Check the time, the teacher's name issuing the pass, and the student's name. If any question, refer to the librarian.

b. Stamp pass with Treutlen High Library/Media Center stamp.

c. When student leaves, record the time and initial underneath with your initials.

CORRIDOR PASS
STUDENT Ricky Bailey
DATE 1-10-83 TIME 1:15
FROM Study Hall TO Library
SIGNED Mr. Hunter
TIME RETURNED 1:45 SIGNED
TREUTLEN HIGH
LIBRARY/MEDIA CENTER

EXAMPLE OF PASS

3. Keep circulation records.

a. Alphabetize daily check-out cards by the author's last name. (Found in front of check-out file.)

b. Find call number on the upper left-hand corner of the book card.

I. OPERATIONAL DUTIES, continued

c. Get a blank daily circulation slip out of the circulation desk drawer. Find the proper columns for the following and using the call numbers record the total checked out for the day:

(1) The letters F and FIC stand for fiction.
(2) The letters SC stand for story collections.
(3) The number 921 or the letter B is for individual biographies. The number 920 is for collective biographies.
(4) The letters "Non-Fic" stand for all other Dewey Decimal numbers.

d. Date the circulation slip with the day's date and sign it at the bottom with your name.

e. File the completed slip behind its date in the circulation file found in the right-hand drawer of the circulation desk.

CIRCULATION RECORD

DATE 2-12-82

BOOKS:

F and SC	30
921 and 920	10
Non-Fic	13
TOTAL	53

NON-BOOK MATERIALS:

Kits	4
Magazines	6
Vertical File	2
Records	1
Filmstrips	7
Slides	
Transparencies	
Tapes	2
Video Cassettes	1

Desk Attendant Donna Lee

EXAMPLE OF CIRCULATION SLIP

4. File daily check-out cards:

a. After alphabetizing cards by author's last name and filling out circulation slip, place the cards behind the due date in the

I. OPERATIONAL DUTIES, continued

current check-out file on circulation desk.

b. Remove book cards for books due this day and not returned from current check-out file to same date in overdue file on circulation desk.

5. Change the date due stamper to read one week from the next day. Be careful to allow for holidays and weekends.

B. Return Books to Shelves and Read Shelves

1. Return books found on book cart according to the following:

a. All books are placed on the shelves by the call number, which is on the spine of all the books. The call number consists of the Dewey Decimal Classification (DDC) number and the first three initials of the author's last name (or of the subject of a biography.)

b. Place the book first by DDC number, then by the letters of the author's last name.

c. When the same author has written a number of books with the same DDC number, place alphabetically by title.

2. Read shelves, which means to check all the books on the shelves or portions assigned to you, in order to insure that the books are in their proper places on the shelves:

a. Fic., A-L
b. Fic., M-z
c. 000-300
d. 400-600
e. 700-900
f. SC and Bookmobile Books
g. Encyclopedias and Atlases
h. Biographies (921)
i. Biographies (920)

I. OPERATIONAL DUTIES, continued

C. Fine System on Overdue Materials

1. If book is returned late and student wants to pay fine:

a. Desk attendant computes fine and fills out a fine slip in duplicate.

b. Money is received, the fine slip is marked paid and signed by the desk attendant. The carbon copy is given to the student.

c. The library's copy of the fine slip is filed alphabetically by the student's last name in the "delinquent" file.

FINE NOTICE

NAME Tony Wilson GRADE 8TH

You owe a fine on this library book:

TITLE Red Badge of Courage

AUTHOR Crane

DATE DUE 9/5/82 DATE RETURNED 9/9/82

FINE DUE 08¢ FINE PAID ✓ SS

Mrs. Sumner, Librarian

EXAMPLE OF FINE SLIP

2. If book is returned late and student does not pay fine:

a. Desk attendant computes fine and fills out a fine slip in duplicate.

b. Library's copy is filed behind student's last name in "delinquent" file.

c. Carbon copy is given to student or placed in homeroom teacher's office box if student not present.

3. Fine rules:

a. Charge 2¢ a day for each day the book or other item has not been returned.

b. The day the book is returned is not counted.

c. No charge for weekends and holidays.

d. Refer other reasons for not paying fines to the librarian.

I. OPERATIONAL DUTIES, continued

D. Magazine and Newspaper Duties:

1. Checking in new issues of magazines:

a. There are two kinds of magazine "date received" cards:

EXAMPLE OF WEEKLY

Title NEWSWEEK No. Copies Expires 9/83

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan.			✓							✓							✓							✓							✓
Feb.							✓							✓							✓							✓			
Mar.							✓																								
Apr.																															
May																															
June																															
July																															

EXAMPLE OF MONTHLY

Name Good Housekeeping Exp. Date 9/83

Year	Ja.	Fe.	Mr.	Ap.	My.	Je.	Jl.	Ag.	Se.	Oc.	No.	De.	Index
1983	✓	✓	✓										

b. Check the square under the correct date of the new magazine being checked in.

c. Stamp the magazine with Treutlen High Library/Media Center stamp. Stamp on front and back covers, on a bare place but <u>not</u> on pictures of people, etc.

d. After checking them in, new magazines are placed on the rack. Old copies are then

I. OPERATIONAL DUTIES, continued

e. Newspapers should be straightened each period.

f. See Appendix 3 for list of newspapers to which library subscribes.

E. Typing Duties

1. Type new book cards:

a. Check books on repair shelf for any cards that need new ones typed.

b. Type new cards, give old ones to the librarian, slip new ones in the book pockets, and return books to cart to be shelved.

c. Directions for typing book cards and pockets in section on Processing New Books, (G7), page 18.

2. Type catalog cards and shelf list cards:

a. See Processing New Books, section G9, page 19, for directions for typing cards.

3. Type fine list once a week:

a. Remove carbon copies of fine slips from delinquent file.

b. Type names of students alphabetically on the Fine Sheet provided along with the other pertinent information found on the slips.

EXAMPLE OF FINE LIST

FINE LIST

STUDENT'S NAME	H. R. SEC.	TITLE OF BOOK	AUTHOR	DATE DUE	DATE RET.	FINE DUE	PAID
Wanda Allen	9 PS	Gone with the wind	Mitchell	9/18	9/27	16¢	

I. OPERATIONAL DUTIES, continued

taken off the rack and filed in the storage room in proper place. Only current issues are kept on the rack.

e. Pull back issues of magazines for students:

(1) After consulting Reader's Guide, the student fills out a request for a magazine and gives it to a student assistant.

MAGAZINE REQUEST BLANK

NAME OF MAGAZINE Newsweek

DATE OF MAGAZINE: 10 (Month) 3 (Day) 81 (Year)

Beth Cullens
(Your Name)

EXAMPLE OF REQUEST FOR MAGAZINE

(2) The assistant then goes to the magazine storage room and pulls the issue for the student. Only library assistants may pull back issues of magazines.

f. Magazine rack should be straightened each period.

g. See Appendix 3 for a list of magazines to which the library subscribes.

2. Checking in newspapers:

a. Remove old issues from rack and put them in the storage cabinet for old newspapers.

b. Place current issues only in rack...one paper in each section.

c. Newspapers are not to be taken from library without consulting librarian.

d. Students may use old issues to cut out articles, etc., for their class work, after vertical file materials have been clipped. (This is a special duty assigned by the librarian.)

I. OPERATIONAL DUTIES, continued

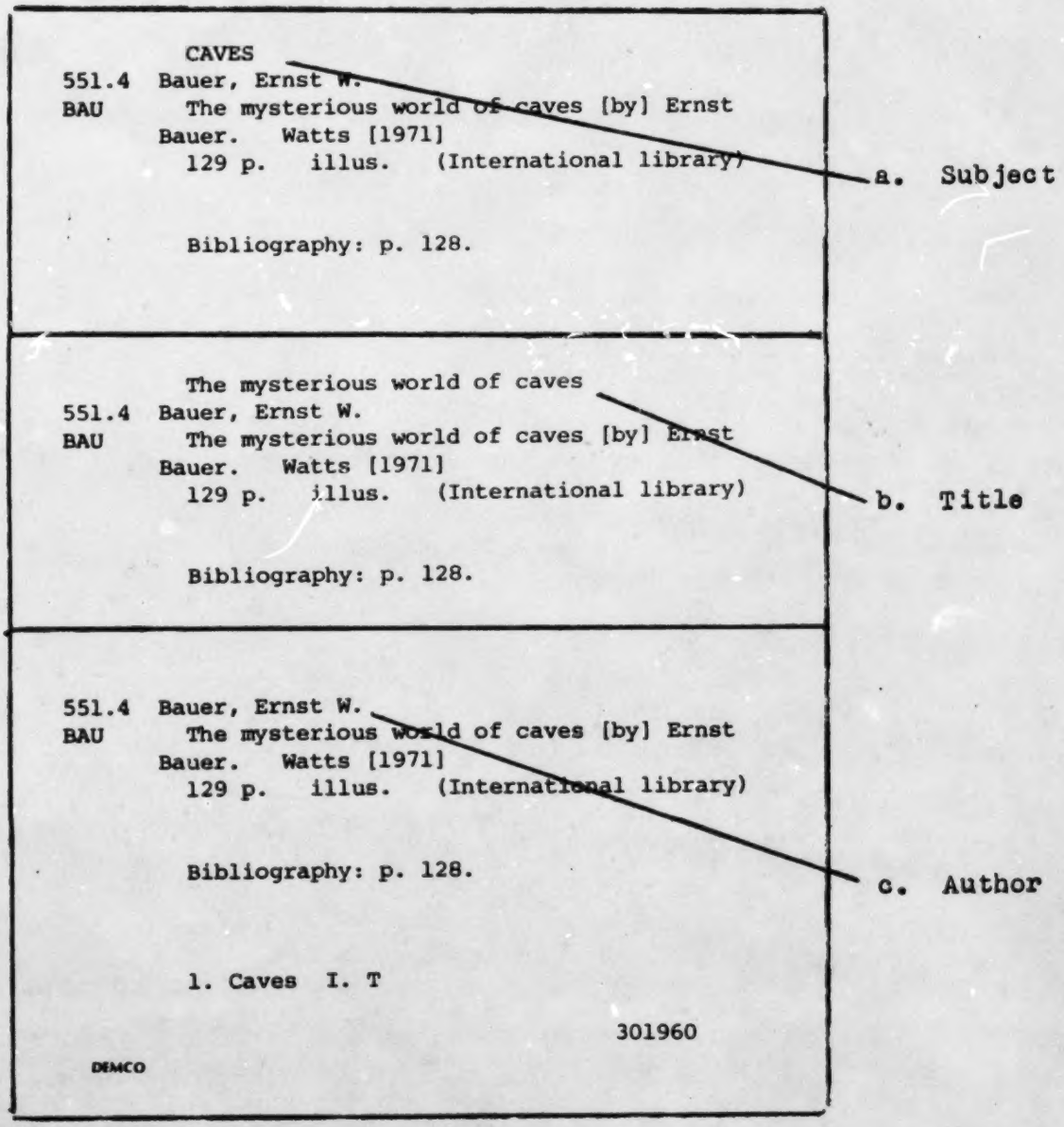
c. Give to librarian to check over, then post outside library door.

4. Check with librarian for other typing duties.

F. Filing Duties:

1. Some catalog cards are ordered from dealers and some are typed up by library assistants.

2. Types of cards for the card catalog:


CAVES
551.4 Bauer, Ernst W.
BAU The mysterious world of caves [by] Ernst Bauer. Watts [1971]
129 p. illus. (International library)
Bibliography: p. 128.
a. Subject
The mysterious world of caves
551.4 Bauer, Ernst W.
BAU The mysterious world of caves [by] Ernst Bauer. Watts [1971]
129 p. illus. (International library)
Bibliography: p. 128.
b. Title
551.4 Bauer, Ernst W.
BAU The mysterious world of caves [by] Ernst Bauer. Watts [1971]
129 p. illus. (International library)
Bibliography: p. 128.
1. Caves I. T
301960
DEMCO
c. Author

I. OPERATIONAL DUTIES, continued

3. How to file:

   a. Catalog cards are filed alphabetically by word.

      (1) Put in order by each word, not by all the letters in the title.
      (2) Example: The Barn Door Is Red
                   Barn Swallows of New England
                   Barnagat Height

   b. The articles "a", "an", and "the" are disregarded when they are at the beginning of a title.

   c. If the three articles appear later in the title they <u>are</u> used.

   d. Place card in correct place.

      (1) Do not pull the rod at the bottom of drawer.
      (2) The librarian will check it first.

4. Shelf list cards:

   a. Cards are arranged according to DDC number.

      (1) Number located in upper left corner of card.
      (2) If numbers are the same, alphabetize by author, etc., just as shelving books.

   b. Place card in correct place.

      (1) Do not pull the rod at the bottom of drawer.
      (2) Librarian will check it first.

5. Cards of lost books:

   a. Remove and place in lost book file.

   b. These cards are kept for 2 years.

   c. All cards in the card catalog will be removed for the lost book, except in cases where there are more than one copy in the library, in which case all catalog cards remain in the card catalog file.

I. OPERATIONAL DUTIES, continued

6. Vertical file materials:

1. The vertical files consist of maps, pamphlets, and clippings from newspapers or magazines.

2. The copyright date and the subject of the item is placed in the right-hand corner.

a. If there is no copyright date, use the date of receipt for new material.

3. Material that is badly soiled or damaged will be discarded.

4. Items dated older than 10 years will be discarded unless they have a specific and continuing value.

a. Check with the librarian on such items.

5. Items are filed alphabetically by word in the subject heading on the guides.

6. A list of subjects can be obtained from the librarian.

7. If the material does not fit under any of the subject headings, check with the librarian.

a. A new heading will be added to the files.

8. When returning materials:

a. Check the files in that area.

b. Make sure the right material is behind the proper heading.

G. Processing New Books

1. Open shipment carefully, note any damage to books.

2. Check books against invoice or shipping notice accompanying the order.

3. Open the book carefully. (The proper library term for this is collate.)

I. OPERATIONAL DUTIES, continued

a. Take the book in the right hand, and open the front cover gently. Run your finger along the crease where the cover is connected to the pages.

b. Repeat the procedure with the back cover.

c. Laying the book spine down, on a flat surface, open not more than ten pages at a time from the front, then the rear. Run your finger down the crease between the pages.

d. Continue in this manner until the book is finished.

4. Note any errors in the make up of the book, such as upside down pages, torn pages, pages bound together, etc.

5. Add the book to the accession record. This includes the following information in the order indicated:

a. Accession number

b. Author

c. Title

d. Publisher

e. Date of publication or copyright. If two dates are given, include both, with the publication date first, and the copyright date in parenthesis with a small letter "c" as follows: 1966 (c1961).

f. Source (from where the book was obtained, it may be a bookseller, a publishing firm, or as a gift.)

g. Cost.

h. Remarks. Include the classification number here. Classification will be done only by the librarian. Also indicate if it is a paperback.

I. OPERATIONAL DUTIES, continued

EXAMPLE OF ACCESSION RECORD

ACCESSION RECORD

ACCESSION NUMBER	AUTHOR TITLE	PUBLISHER	YEAR	SOURCE	COST		REMARKS
10761	Schlee - The Vandal	Crown	'79	State	3	95	F
10762	Nelson - The American Story	McGraw	'80	"	19	50	973.3

6. Place the accession information in the book.

   a. This information is placed on the inside back cover of the book in the following order:

      Upper left corner: Classification No.

      First 3 letters of author's name. *

      Upper right corner: Accession No.

      Example:

      973.3 NEL 10762

      *NOTE: In the case of the biography, the first 3 letters of the last name of the subject of the biography are used.

   b. This information is duplicated on the back fly leaf.

   c. The accession number is also on the title page and on page 79.

I. OPERATIONAL DUTIES, continued

7. Type the pocket and book card.

   a. The same information is typed on both.

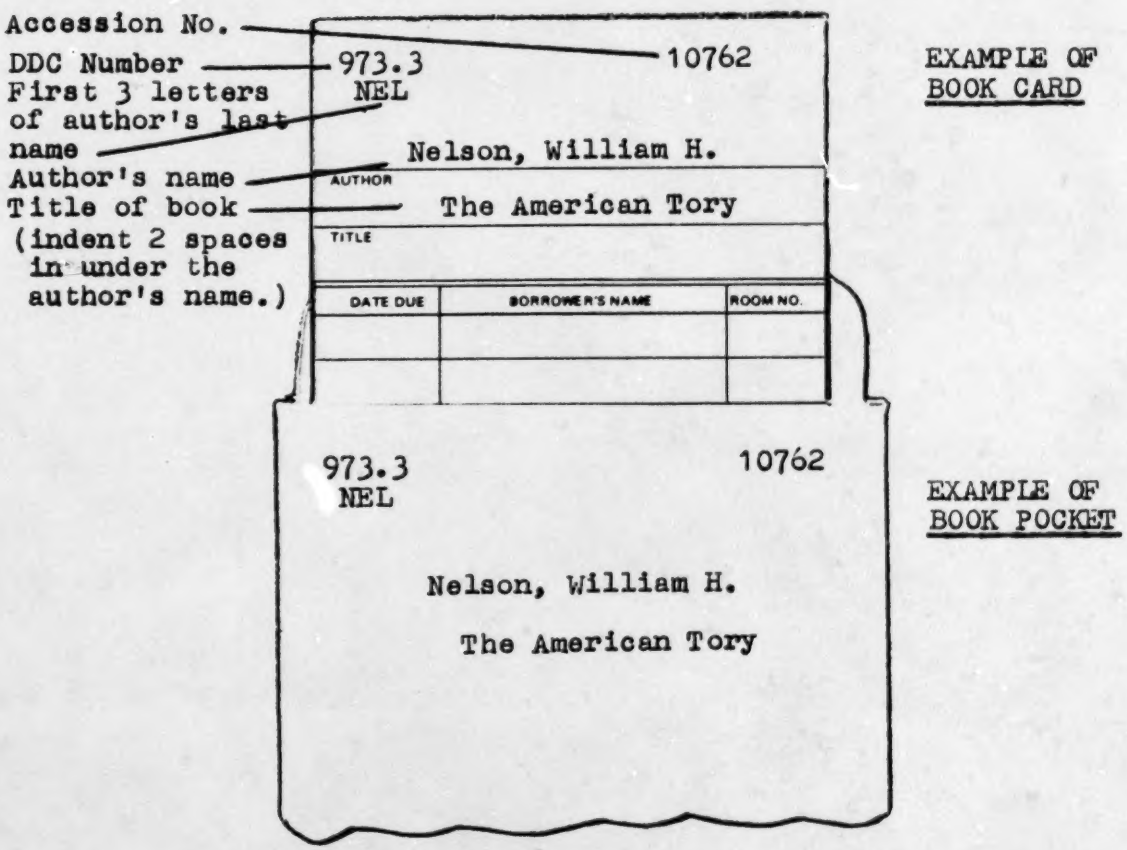
   b. At the top of the book card, (in the left-hand corner) is typed the classification number. Use a white card for all library accessioned books, including paperbacks which are accessioned.

   c. Directly below the classification number, the first 3 letters of the author or biography subject are typed.

   d. At the upper right-hand corner, the accession number is typed.

   e. On the designated line, the author's name, last name first, is typed.

   f. Under the author's name, indenting 2 spaces, is typed the title with first word and all proper nouns capitalized.



EXAMPLE OF BOOK CARD

EXAMPLE OF BOOK POCKET

I. OPERATIONAL DUTIES, continued

8. Use the electric stylus to print call number on the spine of the book.

   a. This is the same information as placed in the upper left-hand corner of the book card.

   b. Spray this with book lacquer to protect it.

9. Type the catalog cards, if commercially printed cards are not available.

   a. On the average, three cards are typed for each book. These include the author card, title card, and subject card or cards.

   b. Catalog cards are special cards, 3" x 5" with a hole at the bottom.

   c. Use typewriter with <u>elite</u> type.

   d. Indentions:

      (1) Left-hand margin: 2 spaces from left side of card for call number.
      (2) First indention: 10 spaces from left edge of card.
      (3) Second indention: 12 spaces from left edge of card.
      (4) Third indention: 14 spaces from left edge of card.
      (5) Right-hand margin: Three spaces from right edge of card.

   e. Below is a catalog card and its parts arranged as per standard form:

Call number First 3 letters of author's last name

333.7
Aut

Author's name (or other main entry)
Title, including alternate title, editor, joint author, illustrator, etc. Imprint which includes place of publication, publisher. Copyright date.
Collation (# pages, volume #.) Series (in parenthesis).

Contents note, if any.

Tracings: 1. Subject heading. 2. Subject heading. I. Title II. Subtitle. III. Jt. author.

Type 3 lines down from top of card.

I. OPERATIONAL DUTIES, continued

f. Tracings tell the typist how many cards to type.

(1) Subject headings should be typed at the second indention, second line, in all caps.
(2) In the tracings, all items listed in Arabic numerals (1, 2, 3, etc.) must be typed in capitals, a card for each.
(3) Title, subtitle, jt. author, etc. will be indicated by Roman numerals, and are to be typed second line, second indention, in lower case, except for the beginning word and all proper nouns. Begin these with caps.

10. Type the shelf list card. The shelf list card is a catalog card the same as an author card with added information, including:

a. accession number

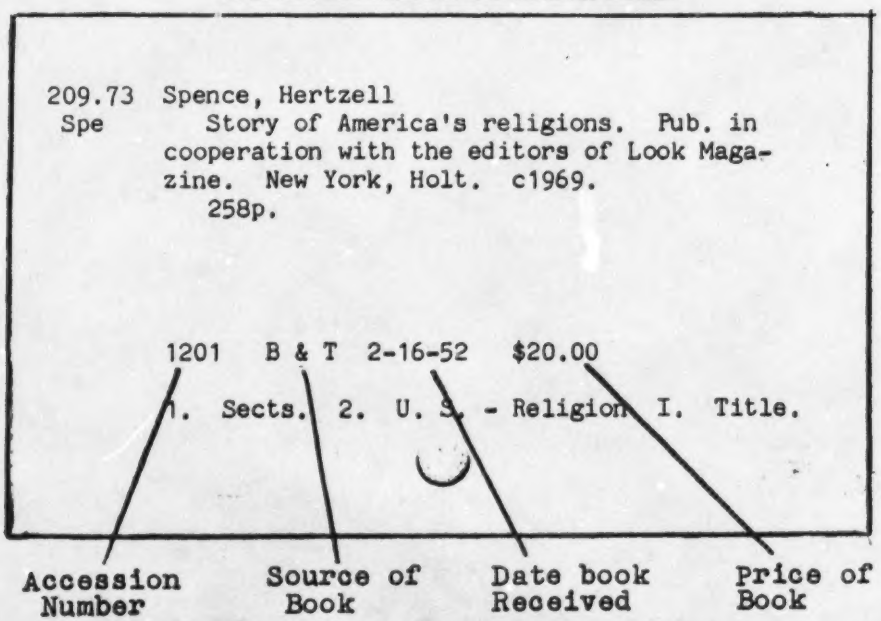
b. firm from where purchased

c. date received

d. cost

11. Use the following sample set of catalog cards as a guide:

EXAMPLE OF SHELF LIST CARD


209.73 Spence, Hertzell
Spe Story of America's religions. Pub. in cooperation with the editors of Look Magazine. New York, Holt. c1969.
258p.
1201 B & T 2-16-52 $20.00
1. Sects. 2. U. S. - Religion I. Title.
Accession Number
Source of Book
Date book Received
Price of Book

I. OPERATIONAL DUTIES, continued

EXAMPLE OF AUTHOR (OR MAIN ENTRY) CARD:

209.73 Spence, Hertzell
Spe Story of America's religions. Pub. in cooperation with the editors of Look Magazine. New York, Holt. c1969.
258p.

Fourteen of the major Christian denominations in America are examined.

1. Sects. 2. U. S. - Religion I. Title.

EXAMPLE OF SUBJECT CARD (TRACING 1)

SECTS
209.73 Spence, Hertzell
Spe Story of America's religions. Pub. in cooperation with the editors of Look Magazine. New York, Holt. c1969.
258p.

Fourteen of the major Christian denominations in America are examined.

1. Sects. 2. U. S. - Religion I. Title.

I. OPERATIONAL DUTIES, continued

EXAMPLE OF SUBJECT CARD (TRACING 2)

U. S. - RELIGION
209.73 Spence, Hertzell
Spe Story of America's religions. Pub. in cooperation with the editors of Look Magazine. New York, Holt. c1969.
258p.

Fourteen of the major Christian denominations in America are examined.

1. Sects. 2. U. S. - Religion I. Title.

EXAMPLE OF TITLE CARD (TRACING I)

Story of America's religions
209.73 Spence, Hertzell
Spe Story of America's religions. Pub. in cooperation with the editors of Look Magazine. New York, Holt. c1969.
258p.

Fourteen of the major Christian denominations in America are examined.

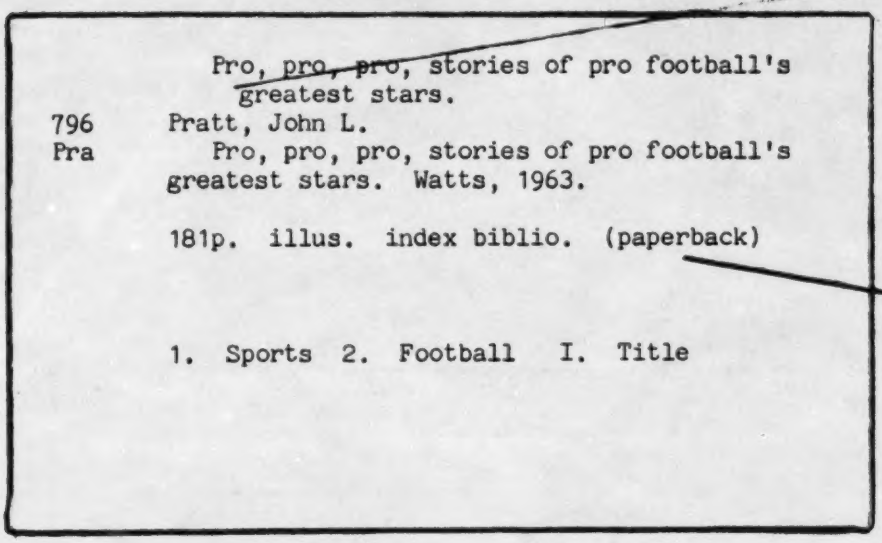
1. Sects. 2. U. S. - Religion I. Title.

I. OPERATIONAL DUTIES, continued

11. Sample catalog cards, continued:

EXAMPLE OF TITLE CARD WITH "HANGING INDENTATION"

If the title on the title card extends for more than one line, the second line is indented to the third space, and is called a "hanging indentation".



Pro, pro, pro, stories of pro football's greatest stars.

796 Pratt, John L.
Pra Pro, pro, pro, stories of pro football's greatest stars. Watts, 1963.

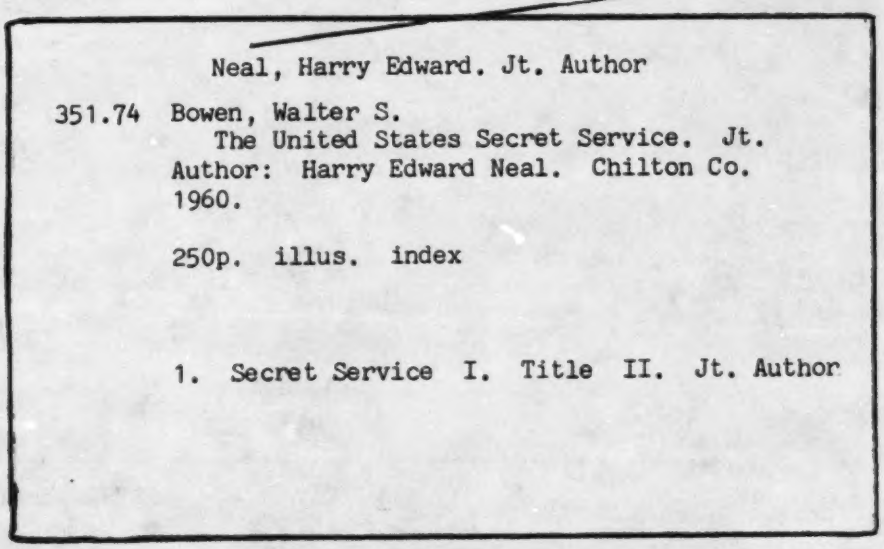
181p. illus. index biblio. (paperback)

1. Sports 2. Football I. Title

Add this entry if the book is a paperback.

EXAMPLE OF JOINT AUTHOR CARD

If there is a joint author, put the joint author at the top of the card, last name first.



Neal, Harry Edward. Jt. Author

351.74 Bowen, Walter S.
The United States Secret Service. Jt. Author: Harry Edward Neal. Chilton Co. 1960.

250p. illus. index

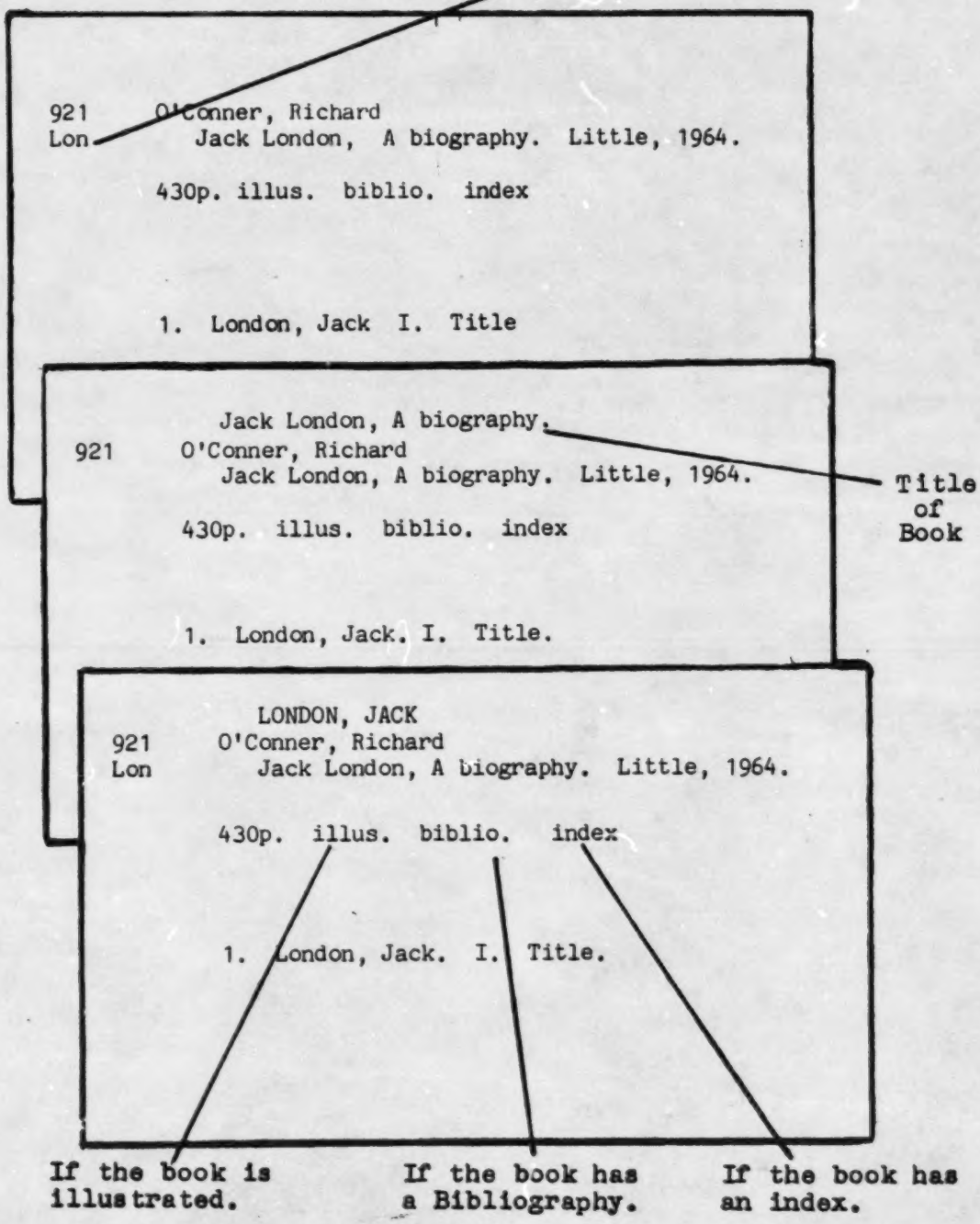
1. Secret Service I. Title II. Jt. Author

I. OPERATIONAL DUTIES, continued

11. Sample catalog cards, continued:

EXAMPLE OF CATALOG CARDS FOR A BIOGRAPHY

The first three initials of the last name of the person being written about in a biography are typed under the number.



I. OPERATIONAL DUTIES, continued

12. Stamping of the book:

a. The book is stamped with the "Treutlen High Library/Media Center" stamp in three different, specific places in the book:

(1) inside front cover
(2) title page
(3) inside back cover

13. An "R" is used before the call number on the spine of the book and on the inside back page if the book is a reference book.

14. Books that are given as gifts have a form placed in the front to show by whom the book was given.

15. A final check should be made:

a. Check to see if it has been opened properly.

b. Check to see if it has been stamped in all places.

c. Check the accession information.

d. Check the book pocket and book card, see if book card is made out correctly.

e. Check the catalog cards.

f. Check the book spine tab or number.

H. Mending Duties:

1. Check shelf near circulation desk for books needing repair.

2. Some minor repairs can be done in the library.

a. For detailed instruction on how to mend books, consult Gaylord's Bookcraft. (Kept in work room.)

b. Materials for minor repairs in work room.

2. Except for minor repairs, books will have to be sent to a bindery to be fixed.

a. These should be stored in a special area. (Ask the librarian.)

II. AUDIO-VISUAL DUTIES

I. State 16MM Film Duties
(Page 28-29)

J. Equipment Duties
(Page 29-30)

K. Laminating Duties
(Page 30)

L. Processing Non-Book Materials
(Page 30-33)

II. AUDIO-VISUAL DUTIES

I. State 16MM films

1. State films are ordered a month in advance.

   a. Teachers fill out a request form and send it to the library.

   b. A student assistant will fill out the individual request slips to be sent to the state film service.

   c. The state service will confirm the orders and send back a carbon of each request slip.

EXAMPLE OF TEACHER REQUEST

REQUEST FOR AUDIO-VISUAL MATERIALS

TEACHER MAKING REQUEST Ron Burriss

DATE 2/24/83

(DO NOT WRITE IN THIS COLUMN

	CATALOG NO.	TITLE OF FILM	DATE WANTED	PLAY DATES
1ST	4699	Science of the Sea	4/1/83	
2ND	5152	Tides of the Ocean	4/1/83	

EXAMPLE OF STATE FILM REQUEST SLIP

79748 S — REFER TO THIS NUMBER IN WRITING ABOUT THIS BOOKING

STATE DEPT. OF EDUCATION

AUDIO VISUAL SERVICE

FROM EDUCATION BLDG., G.S.C. - STATESBORO, GA. 30458

CONFIRMATION OF BOOKING-1

	CATALOG NO.	TITLE	DATE WANTED
1ST	4699	Science of the Sea	4/1/83
2ND	5152	Tides of the Ocean	4/1/83
3RD			

HOLIDAYS FOR THIS MONTH

SHIP TO Mrs. Shirley Sumner 301
Film Coordinator
Treutlen High School

CITY AND STATE Soperton, Georgia 30457

SHIP ON

MAIL BACK DATE

THIS MATERIAL MUST BE PLACED IN MAIL ON OR BEFORE THIS DATE.

THIS CONFIRMS BOOKING AS INDICATED ABOVE. IF UNUSABLE AS BOOKED, REQUEST CANCELLATION. ☐ DO NOT REWIND FILMS.

II. AUDIO-VISUAL DUTIES, continued

2. When the film arrives:

a. It is checked in on the teacher request form.

b. The teacher is notified by a note in their office box that their film has arrived.

EXAMPLE OF NOTE

NOTICE TO TEACHER: Mr. Burns

YOUR FILM HAS ARRIVED. PLEASE PICK IT UP IN THE LIBRARY/MEDIA CENTER.

MRS. SUMNER

c. The teacher picks it up when she needs it within the three-day limit.

d. When the film is returned to the library, the address label is changed, and it is sent to the office to be mailed.

J. Equipment Duties

1. Check in and out AV equipment in the AV File.

a. The following is a list of our equipment:

Cassette Recorders
Carousel Slide Projectors
Film Loop Projector
Filmstrip Projectors
Movie Projectors (16MM)
Opaque Projectors
Overhead Projectors
Record Players
Tape Recorders (Reel-to-reel)
Televisions
Video Camera
Video Cassette Recorder
Projection Screens and Tables

b. Put the date checked out and the teacher's name on the card.

c. Mark the date checked in when it is returned.

EXAMPLE OF CARD

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Name of EQUIPMENT Filmstrip Projector Our No.

SERIAL NUMBER 3-4577

SPECIAL INFORMATION (Make, Trade Name, Special Accessories, Etc.) Standard - Model 666

DATE OUT	DUE IN	IN	TEACHER'S NAME	SCHOOL	REQUESTED; NOT AVAILABLE
3-2-83	3-3-83	✓	Mr. Burns	THS	

II. AUDIO-VISUAL DUTIES, continued

2. Operate equipment for teachers when requested.

a. Operation manuals are on shelf in work room.

b. In-service training in the operation of equipment will be scheduled in group sessions.

3. Care and minor repair of equipment

a. Check equipment returned for cords, microphones, adaptors, etc.

b. Replace bulbs when needed.

(1) A supply is found on shelf in work room.
(2) Match letters and wattage with old bulbs.

K. Operate laminating machines

1. Materials from teachers to be laminated for class will be done free of charge.

2. Cost of laminating personal materials is 5¢ per square foot of film used.

L. Processing non-book materials

1. Non-book materials will include records, film loops, filmstrips, slides, tapes, transparencies, video cassettes, and cassettes.

2. Receipt of item:

a. If assisting with unpacking, unpack very carefully, and check each item for any damage or visible defects (scratches on records, bent containers, torn film, etc.). Bring any damage to the attention of the librarian.

b. Check each item against the bill of lading, packing slip, or invoice, whichever is with the material or available in the library.

c. Some items are sent by producers or publishers on a trial basis. There is generally a notice on the invoice to the effect that it is sent on a trial basis.

3. Accessioning:

a. All non-book items received in the library will be intered in the AV accession book.

II. AUDIO-VISUAL DUTIES, continued

b. At the time of accessioning, the item will be given its complete call number, which indicates the type of item, the year purchased, an accession number, and the letters designating the first 3 letters of the title.

EXAMPLE OF ACCESSION RECORD PAGE

Accession Number	TITLE	PUBLISHER	YEAR	SOURCE	COST		REMARKS
K81-123	Cancer: Silent Stigma - 4fs, 4cass	AVNA	'80	State	115	00	616.9

Letter designation for type of item

K - Kit
FS - Filmstrip
FL - Film loop
S - Slide
R - Record
T - Tape
TR - Transparency
VC - Video Cassette
Cass - Cassette

c. An example of a complete call number for a tape with the title, Poetry for Youth, if it were the 16th tape accessioned, would be as follows:

T83-16
Poe

d. If it were a part of a set of tapes, or a set consisting of the tape and other items, the call number would be a little different. For example:

K83-16
Poe

e. Various non-book items will differ somewhat in entries in the accession book. The following must be included for all types of items: date of accessioning, accession number, identification, cost, source, and complete call number.

4. Stamping and labeling:

a. Place the high school stamp where appropriate

II. AUDIO-VISUAL DUTIES, continued

on the item, to show ownership by the school. Some items, such as individual filmstrips, may be too small to hold the stamp. However, in all cases the call number will be placed on the item. This may be done with a label or with a felt-tip pen. Check with the librarian in case of problems.

5. Catalog cards and shelf list cards:

a. Catalog and shelf list cards will be color coded across the top in the following way:

Blue.....Cassettes only
Green.....Filmstrips only
Yellow.....Filmstrips and cassettes/records
Red.....Video cassette
Orange.....Transparency
Pink.....Slides

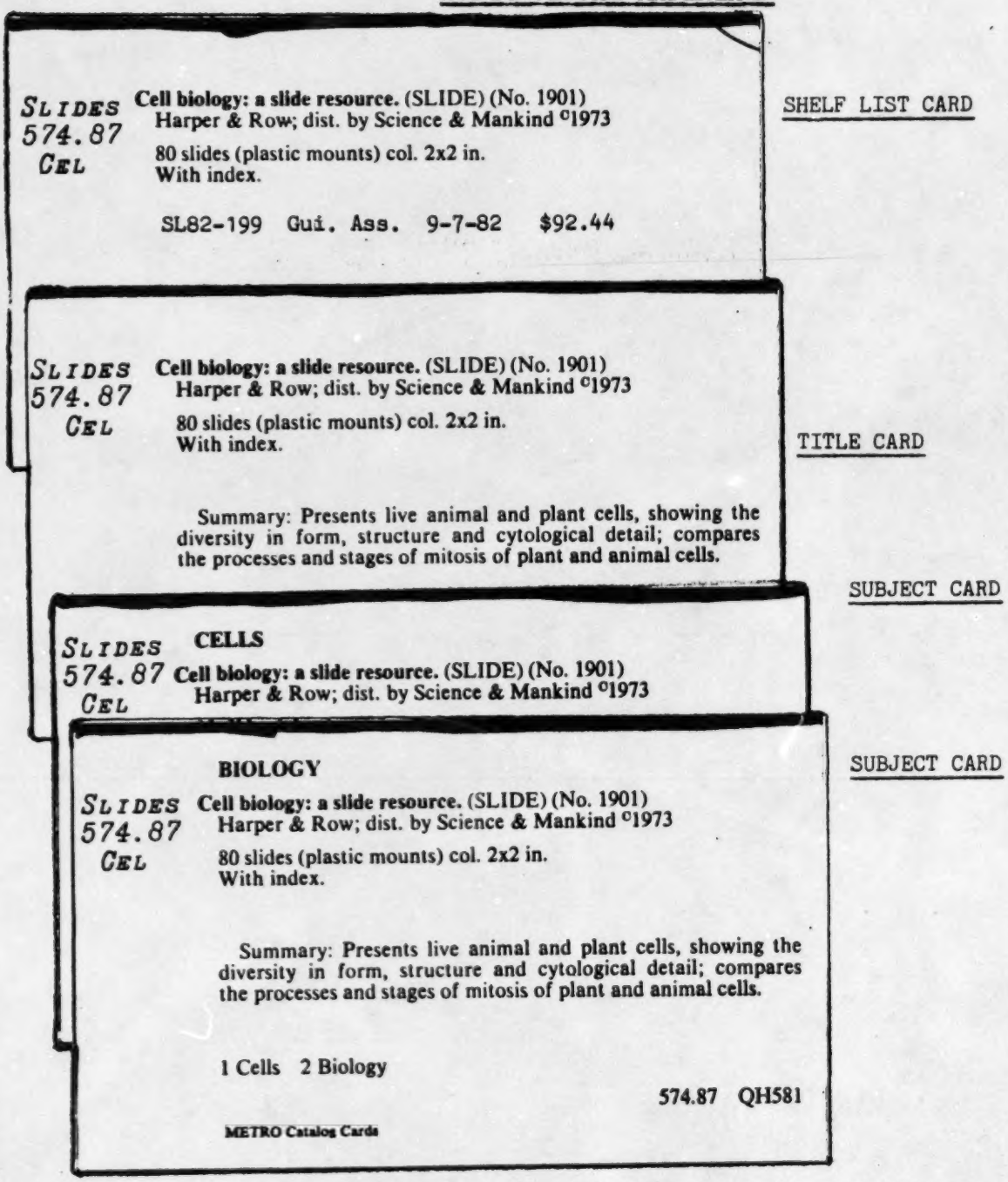
b. Shelf list cards are typed and placed in the files in the librarian's office and are generally not available to students. These cards are used as inventory cards to show what items are in the library. Each item that is listed in the accession book has one shelf list card in these files, whether the item is an individual item or part of a set.

c. Catalog cards are typed and placed in the main card catalog. Each item or set must be examined by the librarian prior to determining how many catalog cards will be made for the item. In some cases, for example a whole set may need but one catalog card, if each item of the set has the same title. One fact should be kept in mind, and this is that if the items consist of a set, this must be indicated and the parts of the set mentioned.

d. As stated above, each item, whether individual or part of a set, will have <u>one</u> shelf list card. The number of catalog cards will vary, depending on several factors, but <u>at least one</u> catalog card will be present for an item or set.

II. AUDIO-VISUAL DUTIES, continued

e. EXAMPLE OF A SET OF CATALOG CARDS FOR AUDIO-VISUAL MATERIALS



SHELF LIST CARD

SLIDES
574.87
CEL

Cell biology: a slide resource. (SLIDE) (No. 1901)
Harper & Row; dist. by Science & Mankind ©1973

80 slides (plastic mounts) col. 2x2 in.
With index.

SL82-199 Gui. Ass. 9-7-82 $92.44

TITLE CARD

SLIDES
574.87
CEL

Cell biology: a slide resource. (SLIDE) (No. 1901)
Harper & Row; dist. by Science & Mankind ©1973

80 slides (plastic mounts) col. 2x2 in.
With index.

Summary: Presents live animal and plant cells, showing the diversity in form, structure and cytological detail; compares the processes and stages of mitosis of plant and animal cells.

SUBJECT CARD

SLIDES
574.87
CEL

CELLS

Cell biology: a slide resource. (SLIDE) (No. 1901)
Harper & Row; dist. by Science & Mankind ©1973

SUBJECT CARD

BIOLOGY

SLIDES
574.87
CEL

Cell biology: a slide resource. (SLIDE) (No. 1901)
Harper & Row; dist. by Science & Mankind ©1973

80 slides (plastic mounts) col. 2x2 in.
With index.

Summary: Presents live animal and plant cells, showing the diversity in form, structure and cytological detail; compares the processes and stages of mitosis of plant and animal cells.

1 Cells 2 Biology

574.87 QH581

METRO Catalog Cards

f. For further instructions see AV Cataloging and Processing Simplified located on shelf in work room, or consult librarian.

III. HOUSEKEEPING DUTIES

Daily Duties

M. Dusting

N. Cleaning

O. Trash Cans

P. Chairs and Tables

Q. Light and Ventilation.

R. Vacuum

Twice Weekly Duties

S. Water Plants

Weekly Duties

T. Clean Work Room

Monthly Duties

U. Stamp Pads

V. Bulletin Boards

III. HOUSEKEEPING DUTIES

Daily Duties

M. Dusting duties:

1. Books and furnishings, including work room and office.
2. Shelves under circulation desk.
3. Keep circulation desk drawers and files neat and orderly.

N. Clean study carrels with Windex.

O. Pick up trash:

1. From shelves, tables, and floors.
2. Empty trash cans.
   a. Main reading room
   b. Work room
   c. Office

P. Straighten chairs and tables each period.

Q. Adjust windows and blinds for proper light and ventilation.

1. At end of day, close blinds upward and raise to level of first window panes above the sill.
2. Make certain every window is locked at end of day...including office windows.

R. Vacuum floor when necessary.

Twice Weekly Duties

S. Water plants on Tuesday and Friday.

1. Watering can in work room.
2. Remove any dead leaves or flowers.

III. HOUSEKEEPING DUTIES

Weekly Duties

T. Clean work room (on Friday)

1. Scrub sink with Comet
2. Fill glue bottle (on shelf above sink)
3. Put away old bulletin board materials and file bulletin board letters.

Monthly Duties

U. Ink stamp pads (on first school day of the month)

1. Red ink in Library/Media Center pad
2. Black ink in Date Due pad

V. Prepare bulletin boards

1. Large library board
2. Small library board by the door
3. Board in hall outside library door
4. Idea books and supplies kept in work room
5. Consult librarian about ideas before carrying them out.

APPENDIX

STUDENT ASSISTANT'S SCHEDULE OF DUTIES

WEEK OF _____ *(DATE)*

ASSISTANTS:	*DUTIES:*	*ASSISTANTS:*	*DUTIES:*
1ST PERIOD		*4TH PERIOD*	
2ND PERIOD		*5TH PERIOD*	
3RD PERIOD		*6TH PERIOD*	

DESCRIPTION OF DUTIES

A. Circulation Control
   1. Charging books in and out
   2. Sign passes
   3. Keep circulation records
   4. File cards
   5. Change stamper

B. Return Books To and Read Shelves
   1. Return books
   2. Read shelves
      a. Fic., A-L
      b. Fic., M-Z
      c. 000-300
      d. 400-600
      e. 700-900
      f. SC & Bookmobile Books
      g. Encyclopedias and Atlases
      h. Biographies (921)
      i. Biographies (920)

C. Fine Duties

D. Magazine & Newspaper Duties
   1. Check in magazines
   2. Check in newspapers

E. Typing Duties
   1. Type new book cards
   2. Type catalog cards
   3. Type fine list
   4. Other typing duties (ask librarian)

F. Filing Duties

G. Processing New Books & Materials

H. Mending Duties

I. State Film Duties

J. Equipment Duties
   1. Check in and out equipment
   2. Operate equipment
   3. Care and minor repair

K. Laminating Duties

L. Processing Non-Book Materials

M. Dusting Duties

N. Clean Study Carrels

O. Pick Up Trash and Empty Cans

P. Straighten Chairs and Tables

Q. Adjust Windows and Blinds

R. Vacuum

S. Water Plants Tuesday & Friday

T. Clean Work Room on Friday

U. Ink Stamp Pads on the First School Day of the Month

V. Prepare Bulletin Boards
   1. Large library board
   2. Small library board
   3. "Hall" library board

Consult the Handbook of Duties for more detailed instructions on how to carry out these duties.

This is your responsibility!

APPENDIX 2

POLICIES CONCERNING THE USE OF THE LIBRARY/MEDIA CENTER

TREUTLEN HIGH SCHOOL

The Library/Media Center of Treutlen High School operates on an "open scheduling" basis. As most students in grades 8-12 have at least one study hall a day, this is the time we encourage them to come to the library.

If a student comes to the library during a scheduled class such as P. E., English, Math, etc., he should be coming for research and study, not to read magazines. This he can do during his study hall.

If a teacher needs to bring an entire class at one time, try to make arrangements with the librarian a few days in advance and plan to stay with them.

Please issue each student coming to the library a separate pass. In this way, when a student finishes what he came to do, he can return to class and let another student come to the library.

A study hall teacher may send three or four students to the library at one time. When these return, three or four more may come.

The Library/Media Center closes at 3:10. The student library assistants need time to count circulation cards, shelve books, clean the room, etc. Students will return to their rooms at this time.

I hope each teacher can find time during the day to visit the Library/Media Center and see what we have available to you in your subject areas. If you do not have time during the school day, I will be glad to arrange a time before or after school to meet with you. We are always in need of your help in selecting materials for our students and faculty.

If I can be of help to you, please call on me.

Mrs. Shirley Sumner

Mrs. Shirley Sumner, Librarian

APPENDIX 3

TREUTLEN HIGH LIBRARY/MEDIA CENTER SUBSCRIPTIONS

Magazines indexed in Abridged Reader's Guide:

Better Homes and Gardens	Jan. 1980 to Present
Ebony	Jan. 1980 to Present
Health	Sept. 1981 to Present
National Georgraphic	Jan. 1954 to Present
Newsweek	Nov. 1978 to Present
Popular Mechanics	Jan. 1980 to Present
Reader's Digest	Jan. 1980 to Present
Science Digest	Jan. 1980 to Present
Science News	Sept. 1972 to Present
Senior Scholastic	Sept. 1981 to Present
Seventeen	Feb. 1980 to Present
Time	Oct. 1979 to Present
U. S. News and World Report	Apr. 1979 to Present

Magazines NOT indexed in Abridged Reader's Guide:

Athletic Journal
Boy's Life
Car and Driver
Coach and Athlete
Essence
Farm Journal
Field and Stream
Georgia Sportsman
Glamour
Hot Rod
House and Garden
House Beautiful
Ideals
Instructional Innovator
La Luz
Ladies Home Journal
Media and Methods
Southern Living
Successful Farming
Woman's Day

Newspapers:

Atlanta Constitution - Daily
Macon Telegraph - Daily
Savannah Morning News - Daily
Dublin Courier Herald - Daily
Soperton News - Weekly

APPENDIX 4

DEWEY DECIMAL CLASSIFICATION

The 10 Main Classes

000-099 GENERAL REFERENCE - encyclopedias, periodicals

100-199 PHILOSOPHY - esthetics, psychology, logic, ethics

200-299 RELIGION - Bible, theology, church

300-399 SOCIAL SCIENCE - sociology, economics, law, education

400-499 LANGUAGE - dictionaries, grammars, readers

500-599 SCIENCE - mathematics, astronomy, physics, chemistry

600-699 APPLIED SCIENCE - engineering, home economics, business

700-799 FINE ARTS - art, music, sports, hobbies

800-899 LITERATURE - POETRY - DRAMA

900-999 HISTORY - GEOGRAPHY - TRAVEL

GLOSSARY OF TERMS

ACCESSION NUMBER - A number assigned each book or other item, in order of its receipt in the library.

AUTHOR - The person or corporate body responsible for the creation of a book or other work.

AUTHOR CARD OR ENTRY - The name of the author of a book or other work used as the filing name in the catalog; usually the main entry.

BIBLIOGRAPHIC NOTE - A note on a catalog card indicating the presence of a bibliography in the work cataloged.

BIBLIOGRAPHY - A list of books, periodical articles, or other works.

BIOGRAPHY - A book or work about the life of a person or persons.

BOOK CARD - A card used to charge out a book or other work; identifies the work in circulation records.

BOOK NUMBER - Part of a call number, representing the title of the work. Category in book classification to which the book is assigned. It appears as the first line of the call number.

BOOK POCKET - A small, heavy envelope pasted in a book to hold a book card.

CALL NUMBER - The number (composed of letters and numbers) used to identify and locate a book or other library item.

CATALOGING - Indexing the contents of a library, usually on 3 x 5 cards (CATALOG CARDS) arranged in a file. The file and its contents comprise the CARD CATALOG.

CHARGING - The process of recording the loan of a book or other library item loaned for use.

CLASSIFICATION - The grouping of materials by subject or form, usually according to a scheme utilizing numbers and/or letters; assigning a subject symbol to a work.

COLLATING - Sometimes called paging. To open a new book from front to back, page by page until the middle is reached, for the purpose of giving flexibility and longevity to the book.

COLLATION - That part of the catalog entry which specifies volumes, pages, illustrations, maps, plates or other illustrative material.

COPYRIGHT DATE - Grant to author by which government assures protection against the use of his book or text by another person.

DATE DUE (SLIP) - Paper form pasted in a library book on which is stamped the date of the expiration of the loan period.

DEWEY DECIMAL CLASSIFICATION (DDC) - The classification system most generally used in which knowledge is divided into 10 major groups by subject. Each group can be subdivided indefinitely.

END PAPER - The paper which lines the inside front and back covers of a book and also forms the flyleaves.

ENTRY - The word, name, or phrase under which a card is filed in the catalog; there are main entries, author entries, title entries, subject entries, series entries, etc.

FIRST INDENTION - A point ten spaces from the left edge of a catalog card; where the main entry begins on the card.

FLYLEAF - The first or last sheet in a bound book, usually blank.

HANGING INDENTION - This is a form of indention in cataloging in which the first line begins at author indention and succeeding lines at title indention.

JOINT AUTHOR - A person partially responsible for the content of a publication; usually not the first named on the title page.

MAIN ENTRY - This is the basic entry card which is usually the author card or entry, giving all the information necessary to the complete description or identification of a work. In a card catalog this is the entry which will show all the other headings under which the work, or book, is entered in the catalog.

PERIODICAL - Ordinarily and commonly called magazine; issued monthly, bimonthly, weekly and quarterly with articles by different authors. Also refers to newspapers.

PROCESSING - Inclusive term for the work of acquiring, cataloging, preparing, and caring for library materials.

READING SHELVES - Checking the books on the shelves for accurate arrangement.

REFERENCE BOOK - A book, such as an encyclopedia or or dictionary, used to obtain specific information quickly. A book restricted to use within the library.

SHELF LIST - Cards filed in chronological order according to the arrangement of the books on the shelves. The shelf list card is annotated with information as to source, price and date acquired.

SPINE - The back of a book connecting the two covers, on which is usually lettered the title of the work.

SUBJECT ENTRY - The catalog entry under a subject appearing at the top of the catalog card.

TITLE ENTRY - The catalog entry under the title of a publication.

TRACING - A record on the main entry card in the card catalog of all the additional headings under which the work is presented in the catalog.

VERTICAL FILE - A file of large drawers in which are arranged folders containing pamphlets, pictures, clippings, maps, etc.; also called pamphlet file or information file.